



ADMINISTRATIVE SERVICES DEPARTMENT

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

ASD New Employee Orientation

Program Synopsis:

This program provides a systematic approach to familiarize new Administrative Services Department (ASD) employees to the Laboratory, their matrix division and ASD. The tools can also be used to assist employees who transfer to new positions. Partnerships will be created between the Hiring Supervisor, the assigned Buddy, and the ASD New Employee Orientation Coordinator (NEOC).

Goals & Objectives:

- To orient new employees to the Laboratory environment.
- To give new employees a variety of contacts and resources.
- To assist transferred employees in adapting to their new position.
- To ensure that there is a smooth transition.

Program Components:

The ASD Supervisor begins the process by providing the overview of the Laboratory and our policies and procedures.

Employees are assigned a Buddy or a series of Buddies to orient them to specific aspects of how the Laboratory and their division operates.

The NEOC assists in directing the employee through the first phases of employment.

Tools:

- ASD New Employee Orientation Responsibility Matrix.
- ASD New Employee Orientation Checklist.
- Resource Binder Template.

Program Coordination:

The program is a partnership with the hiring supervisor and the NEOC.

Hiring Supervisors remain responsible for making sure the new employee gets all required information and training, and will inform the NEOC of projected start dates.

The NEOC works with the new employee to answer any questions, presents the orientation, ensures that all safety and human resource requirements are met by the supervisor, and assists in making the transition an enriching experience.

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Target Population

- New Employees
- Transferred or Promoted Employees

"Bridging the Gap in Support of Success"